



## **JOB DESCRIPTION**

Title: **MATERIALS SUPERVISOR**  
Department: Power  
Class Code: 5205  
FLSA Status: Non-Exempt  
Effective Date: March 16, 1987 (Rev. 07/2008)  
Grade Number: 20

### **GENERAL PURPOSE**

Under general supervision from the Assistant General Manager, performs supervisory, technical and administrative duties in the materials procurement and warehousing operations.

### **EXAMPLE OF DUTIES**

- \*-- Supervises one or more Inventory Control Specialists; assists in hiring, training, evaluation, and disciplining employees.
- \*-- Plans, organizes, and implements inventory operations and procedures; supervises Physical Inventory Count. Provides proper accounting for year-end-adjustment to General Ledger.
- \*-- Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and catalog numbers, minimums and material descriptions.
- Remains current on new and obsolete materials. Maintains adequate levels of inventory stock.
- \*-- Reviews receiving records, maintains receiving records on file until invoice is received. Reconciles invoices with correct receiving record, then forwards both to Buyer at City Hall.
- \*-- Reviews purchase order requests and compares expenditures with budget appropriations; prepares and reviews monthly Capital Budget reports.
- \*-- Researches vendor, pricing, and manufacturer information; inputs all required data to initiate all Power Department requisitions and purchase orders. Prepares re-order reports with quantities required for inventory stock and forwards to Buyer at City Hall for pricing/ordering.

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- Receives warehouse copies of work order pre-pull materials lists from planner and reviews for coordination with warehouse operations and stock management.
- \*-- Prepares, evaluates and makes recommendations for award of formal bids on inventory and non-inventory materials. Coordinates all other Power Department formal bid documents.
- Collaborates with M.I.S. in the development of new computer programs and changes to existing programs relative to all areas of responsibility.
- \*-- Creates Inventory Master files for Customer Service meters and distribution line transformers.
- Completes capital projects as assigned each budget year.
- Schedules and maintains testing of Power Department safety equipment.
- Maintains Material Safety Data Sheet (MSDS) files in an up-to-date status, and distributes individual sheets on an as-needed basis.
- \*-- Expedites Power Department inventory and non-inventory materials orders, including tracking and follow-up on back orders.
- Negotiates terms with suppliers. Participates in the evaluation of various Power Department-associated materials. Arranges demonstrations of new products.
- \*-- Issues supplies, materials and equipment to City employees.
- \*-- Receives delivered supplies, materials and equipment from suppliers as well as re-stocks and inspects items returned into inventory.
- \*-- Organizes and maintains warehouse and inventory yard areas for efficient material storage and handling, including labeling, stocking and organizing stock items on shelving.
- \*-- Operates indoor and heavy duty outdoor forklifts and other necessary vehicles and equipment involved with issuing and stocking materials.
- Provides radio-dispatch delivery of materials and equipment to field crews.
- Works closely with the Inventory Control Specialists in all aspects of warehouse functions.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- AA degree in Business or related field and four (4) years experience handling procurement, purchasing, and inventory, preferably in a utility environment, to include six (6) months of supervisory experience, or any equivalent combination of education or experience.

### Special Requirements

- Experience on IBM PC, with knowledge of spreadsheet and database applications.
- Must possess a valid Utah Driver License at date of hire and must obtain a valid Utah Commercial Driver License (CDL) within four (4) months after date of hire.
- Responds to emergency call outs.
- Must obtain OSHA required forklift certification within four (4) months after date of hire.

### Necessary Knowledge, Skills and Abilities

- General knowledge of cost effective inventory principles and management; knowledge and experience in Planning and Managing Warehouse Operations.
- General knowledge of Electric utility operations, budgeting and review techniques, to include FERC uniform system of accounts.
- General knowledge of standard safety practices and procedures relating to warehouse operations and equipment.
- Skill in the operation of the calculator and PC computer.
- Ability to communicate both verbally and in writing with line crew personnel, public contacts, vendors and City department representatives.
- Ability to effectively manage time and project priorities.
- Ability to administer and supervise; exercise judgement in appraising situations in making decisions.
- Ability to establish and maintain effective working relationships with employees and vendors.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.